

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development  
5 District was held on Thursday, April 20, 2023 at 9:02 a.m. in the Grand Haven Room, at the Grand Haven  
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Nancy Crouch	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15  
16 Also present were:

17 David McInnes	District Manager, Vesta District Services
18 Skye Lee ( <i>via phone</i> )	Treasurer, Vesta District Services
19 Lea Stokes	Vesta
20 Scott Clark	District Counsel, Clark & Albaugh, LLP
21 Barry Kloptosky	CDD Operations Manager
22 Vanessa Stepniak	CDD Office Manager
23 John Lucansky	Amenity Manager

24  
25 *The following is a summary of the discussions and actions taken at the April 20, 2023 Grand Haven CDD*  
26 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

27 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

28 The Pledge of Allegiance was recited.

29 **THIRD ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for non-**  
30 **agenda items)**

31 Multiple residents voiced support for adding additional community pickleball courts, and  
32 potentially blocking out times where courts could be reserved.

33 **FOURTH ORDER OF BUSINESS – Presentations**

34 A. District Account Protection – continued – Skye Lee

35 Ms. Lee provided a summary of rates, insured amounts, and relative degrees of liquidity for various  
36 types of account options, including ICS and money market accounts and the FDIC program.  
37 Following discussion between Supervisors and the Treasurer about risk factors and District needs,  
38 the Board directed for the District’s funds to be invested in an FDIC account method. Supervisor  
39 comments were also heard requesting a periodic analysis of what the investments would have  
40 returned with the other account options. Ms. Lee additionally responded to a question from a  
41 Supervisor, explaining the current fraud control system for the CDD’s accounts.

42 **FIFTH ORDER OF BUSINESS – Staff Reports**

43 A. District Engineer: David Sowell

44 The District Engineer was not present.

45 B. Exhibit 1: Amenity Manager: John Lucansky

46 Mr. Lucansky and Mr. Polizzi discussed communications to remind residents to always have their  
47 IDs.

48 C. Operations Manager: Barry Kloptosky

49 1. Exhibit 2: Presentation of Capital Project Plan Tracker

50 Mr. Kloptosky outlined some visualization changes to the tracker, in response to  
51 suggestions from the Board to increase clarity. Mr. Kloptosky acknowledged that Line Item  
52 #18 for the dog park improvement project was highlighted in red due to delays in getting  
53 estimates for the next step of topographical surveys for Board consideration. Mr. Kloptosky  
54 additionally noted the in-house staff's completion of the first round of paver repairs, with  
55 additional funding now available due to overall cost savings.

56 2. Exhibit 3: Monthly Report

57 Mr. Kloptosky presented the monthly report, noting slow section-by-section progress on  
58 curb and gutter work, and a reduction in calls to the office to report hog damage. The Board  
59 and Mr. Kloptosky discussed wildlife activity, distinctions between armadillo and hog  
60 damage, and an alternative method for trapping hogs which had been purchased by the city  
61 and installed in Wild Oaks.

62 D. Exhibit 4: District Counsel: Scott Clark

63 1. Update on MOU with City of Palm Coast

64 Mr. Clark advised that there had been no official updates that had reached the city attorney  
65 regarding post-storm debris removal by Palm Coast. Mr. Kloptosky noted that the chief of  
66 staff had reached out via email to inquire about setting up a meeting, and the Board  
67 expressed support for moving forward with this.

68 2. Address Parking/Towing on Street Across from VC

69 Mr. Clark provided information on relevant statutes that empowered CDDs to take action  
70 to tow cars from property that they owned. Mr. Clark noted that certain qualifications  
71 needed to be met to create no parking zones with signage, and suggested that if locations  
72 were identified, he could prepare a resolution for consideration and adoption. Mr. McInnes  
73 recalled that the Board had given direction to District staff to distribute eblasts to the  
74 community encouraging certain parking patterns to try to alleviate the issue as an initial  
75 step. Mr. Foley suggested that this discussion continue at the next workshop meeting.

76 Mr. Clark stated that, at the Board's direction, he had produced some proposed rule changes  
77 concerning the issue of encroachments on CDD property, clearing activities, and the  
78 conservation easements. Mr. Clark stated that the proposed language expanded the current  
79 stormwater easement obstruction rule. Discussion ensued regarding enforcement  
80 mechanisms. Dr. Merrill suggested that some of the issues may potentially arise from the  
81 landscaping and banks not being monitored to the degree they should be, and commented  
82 that supervision and general coordination with the HOA could be looked at more in depth.

83 Mr. Clark provided an update on the post orders, noting that further revisions had been  
84 made and commenting on ideas to regulate contractors claiming to be entering the  
85 community for construction work purposes. Mr. Clark noted that the Association had  
86 accurate information on the houses that were actually under construction and suggested  
87 that coordinating to share the information would be a step forward.

88 E. District Manager: David McInnes

89 1. Exhibit 5: Meeting Matrix

90 Mr. McInnes presented the meeting matrix, noting that the Board could not take formal  
91 action at the previous workshop meeting, so the parking lot item was still technically active  
92 until it was voted upon.

93 2. Exhibit 6: Action Item Report

94 Mr. McInnes presented the action item report. The Board and Mr. Kloptosky discussed  
95 information related to the handicap access button, with Mr. Kloptosky noting the price to  
96 install and acknowledging that there were no known violations of ADA compliance at this  
97 time.

98 Mr. McInnes noted that Dr. Merrill had offered to take the lead on addressing  
99 communication issues.

100 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**

101 A. Exhibit 7: Consideration for Acceptance – The March 2023 Unaudited Financial Report

102 B. Exhibit 8: Consideration for Approval – The Minutes of the Board of Supervisors Workshop  
103 Meeting Held March 2, 2023

104 C. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
105 Held March 16, 2023

106 D. Exhibit 10: Ratification of Café Design Work Proposal

107 On a MOTION by Ms. Crouch, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board  
108 approved all items on the Consent Agenda for the Grand Haven Community Development District.

109 *(The Board recessed the meeting at 11:15 a.m. and reconvened at 11:27 a.m.)*

110 Prior to proceeding with the Seventh Order of Business, Business Items, Mr. McInnes provided an  
111 explanation of the Strongroom system for handling payments and invoices.

112 **SEVENTH ORDER OF BUSINESS – Business Items**

113 A. Consideration of Revised Code of Conduct

114 Mr. Clark presented the revisions to the Code of Conduct document, based on discussion at the  
115 March meeting. There were no comments from the Board. Mr. Clark stated that this would be  
116 written in its final form to be signed off at the next meeting.

117 B. Parking Lot Decision – John Lucansky

118 The Board discussed the favored approach to modify parking habits through communication prior  
119 to taking any major action in reconfiguring lots.

120 Following discussion, Mr. McInnes noted that District Counsel had documents related to FEMA  
121 reimbursements that the Board needed to sign. The Supervisors signed the documents.

122 **EIGHTH ORDER OF BUSINESS – Discussion Items**

123 A. FY 2024 Budget – continued

124 The Board and Mr. McInnes discussed the budget. Mr. Foley indicated that the Board could not  
125 approve the presented budget then opt to increase the overall budget. Discussion ensued regarding  
126 courses of action for potentially renegotiating major contracts, with comments made about relative  
127 satisfaction with the quality of work done by certain contractors. In response to a Supervisor

128 question about the unassigned budget line, Mr. McInnes explained the contingency and projections  
129 based on overall revenue and expenditures.

130 Following discussion, Mr. McInnes advised the Board that the May workshop meeting would be  
131 the last opportunity to make any fine-tuning changes to the budget, as the budget approval  
132 resolution would be brought before the Board for adoption at the May regular meeting. Supervisor  
133 comments were heard about banking alternatives, and Mr. McInnes suggested that this was more  
134 of a long-term idea, and recommending focusing in on the fiscal year budget.

135 **NINTH ORDER OF BUSINESS – Supervisors’ Requests**

136 Mr. Flanagan asked whether all the ponds were sprayed for midge flies, noting comments that the  
137 ponds seemed to be blossoming this year. Ms. Stepniak noted that the blossoming was likely due  
138 to the pond levels, and stated that pond treatment proposals were provided on an as-needed basis.  
139 Ms. Stepniak additionally noted that costs for pond treatment varied based on the acreage of the  
140 pond.

141 Dr. Merrill stated that she had prepared copies of the retention pond article that she had written,  
142 and requested comments to be sent to the District Manager. Dr. Merrill added that she had taken  
143 on Mr. Foley’s previous role with *The Oak Tree* Master Association newsletter. Dr. Merrill  
144 additionally requested an update on the timeline for the condos, expressing concerns about the lack  
145 of electricity and appliances, and the low number of workers there.

146 Mr. Polizzi noted a number of requests from different parties, including from the Sheriff’s Office  
147 for a Drug Take Back Day initiative, from the president of the Riverview condos regarding pigs,  
148 and from a resident suggesting that the croquet group was being unfairly treated due to facility  
149 support costs. Mr. McInnes stated that he had received the croquet group-related communication,  
150 and had responded noting that croquet would only get its own budget line if the Board specifically  
151 directed for this to be done, which was not the case.

152 **TENTH ORDER OF BUSINESS – Action Item Summary**

153 Mr. McInnes provided a summary of action items.

- 154 • Members of the Board will provide the District Manager with their comments on the retention pond  
155 article written by Dr. Merrill by no later than the close of business day Monday.
- 156 • The District Manager will distribute documents from the Treasurer on the information that she had  
157 presented on District Account Protection to the Board via email.
- 158 • The Chair and the Treasurer will work on details of bank accounts, to brief the Board at the next  
159 meeting.
- 160 • The Amenity Manager will prepare an e-blast to residents about having their identification as  
161 amenity users at all times, to be reviewed at the next workshop.
- 162 • Pond bank strategy discussions will be held at a future workshop.
- 163
- 164 • Next Meeting Quorum Check: May 18, 9:00 a.m.

165 All Supervisors in attendance indicated that they planned on attending the next regular meeting  
166 scheduled for May 18 in person, which would constitute a quorum.

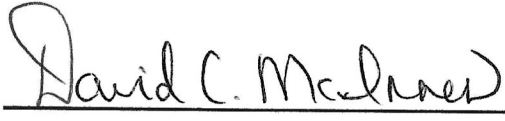
167 **ELEVENTH ORDER OF BUSINESS – Adjournment**

168 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to  
169 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

170 On a MOTION by Dr. Merrill, SECONDED by Ms. Crouch, WITH ALL IN FAVOR, the Board adjourned  
171 the meeting, at 1:15 p.m., for the Grand Haven Community Development District.

172 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
173 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
174 *including the testimony and evidence upon which such appeal is to be based.*

175 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
176 meeting held on May 18, 2023.

177   
178 \_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

David C. McInnes  
Printed Name

Kevin Foley  
Printed Name

179 Title:  Secretary     Assistant Secretary

Title:  Chairman     Vice Chairman